



**JJML Board of Trustees Meeting
Regular Meeting Minutes
Wednesday, March 16, 2022
Meeting held Virtually via Zoom**

- I. **Call to Order:** President Gloria Primm Brown called the meeting to order at 6:01 pm. Attending were Vice President Ann Sutphen, Treasurer Bill McCoy, Trustees Michael Butler, Michael Garabedian, Dan Glass, and Executive Director Kelly Harris.
Members of the public: Wonda Miller, Nada Barry
Absent: Secretary Diane Deger
- II. **Moment of Silence** was observed for the passing of Jeanette Sarkisian Wagner.
- III. **Approval of February 16, 2022 Minutes:** Motion to approve by Sutphen, seconded by Weinstein, unanimously approved.
- IV. **Friends of the Library Report:** President Primm Brown reported the Friends met on March 10th. Approximately \$8,000.00 has been realized from the sale of the cookbooks. The December luncheon will be held on the first Sunday in December (the 4th). A guest speaker is still being sought. If anyone has any suggestions one may contact Gloria P. Brown, Kelly Harris or Roberta Kyle. There will not be a house tour this year as people are still wary due to Covid.
- V. **Treasurer's Report:** Bill McCoy submitted his report for February 2022. The library's cash position is high due to having received its first tax payment, over \$1,000,000.00, from the Sag Harbor school district thus bringing library revenues to 50.4%. The Wagner Teen writing program received just over \$1,000.00. Revenues were at 16.7% of budget. Warrants totaled \$143,037.00 which included \$64,508.00 annual payment to SCLS for e-books. Hampton Library was refunded \$1,200.00 for Director Harris's January health insurance coverage. The insurance bill for February came in late and was paid in March. Vice President Sutphen questioned and discussion ensued regarding what appeared to be discrepancies in Personnel/wage and salary expense and the Payroll taxes/personnel benefits budget lines. Director Harris promised to follow up after the meeting to address the expense lines in question.
 - Motion to approve by Garabedian, seconded by Butler, approved 5-2 (Sutphen, Glass)
 - Approval of 45 warrants (all typical expenses.) Motion to approve by Garabedian, seconded by Glass, approved 6-0 with 1 abstention (Sutphen)
- VI. **Director's Report:**
 - Director Harris informed the board that Kimberly Parry's last day as Head of Youth Services will be March 22, 2022. Posting for someone to fill this position will go out immediately.
 - A new Outreach and Programming Librarian has been hired. Rachel Lucas Beruan will commence duties on April 6th. In full disclosure Bob Weinstein informed the board that she is his tenant.
 - The new Archives plaque has been officially installed.



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- No schedule yet for the cleaning of the grandfather clocks.
- All three units of the HVAC system are up and running. Relle Electric has stated that the shipping date for the equipment was March 11th. Director Harris will monitor to check on progress.
- It was noted that on the community organizations' letter Nada Barry's name had been spelled incorrectly. Kelly is setting a meeting with the Village Mayor.
- New printers and copiers have been consolidated and placed on order and will now be under one maintenance contract.
- Kelly met with Brad of Creative Library Concepts re: our stacks which are dangerous. A quote for replacement by A.R. Kropp & Sons is anticipated by the end of the month.
- Andrew Tarantowicz, the library's Emerging Technologies Librarian expects to have the 3-D printer up and running by spring/summer.
- Our program numbers and visits to the library's website are increasing although Facebook and Instagram visits appear to have decreased as compared to last year due to a change in how they are derived.
- At the end of March Director Harris will sit on a webinar panel for the Sustainable Libraries Initiative.

VII. **Committee Reports (January 2022):**

- **Personnel:** Did not meet. Scheduled to meet on April 4th.
- **Finance, Budget, Contracts & Legal:** Did not meet. Scheduled to also meet on April 4th. The Personnel Committee meeting will directly follow.
- **Building & Grounds:** Did not meet.
- **Policy & Long Range Planning:** Proposed policy and bylaws changes will be voted on later under the New Business section of this meeting.
- **Outreach & Public Relations:** Did not meet.
- **Mashashimuet Park Board:** In the absence of Secretary Deger, Director Harris presented this report: The MPB met on March 9th and voted to approve the revised plan of the playing fields. The 5K run is scheduled for September 18, 2022. Advance registration is \$25.00 with day of registration set at \$30.00. Estimates for repair of the house are still coming in.

VIII. **Old Business:**

- **Jefferson Street Trees:** The issue regarding the trees along the Jefferson Street side of the library has been resolved. The offer of trees had been turned down years ago by the village as they did not want any more tree pits along the sidewalk.



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IX. New Business:

- ***Changes to Bylaws:*** Changes to the Bylaws were vetted by legal counsel.
 - *Disrupted Elections*
 - *Ad Hoc Committee Reports*
 - *Meeting Agenda*Motion to approve on consent agenda by McCoy, seconded by Garabedian, unanimously approved.
- ***Approval of NYS HERO Act: Airborne Infectious Disease Exposure Prevention Plan***
Motion to approve by Garabedian, seconded by McCoy, unanimously approved.
- ***Approval of NYS Annual Report:*** Motion to approve by Sutphen, seconded by McCoy, unanimously approved.

X. Period for Public Expression: Nada Barry mentioned that she is planning to step back her regular attendance and will intermittently attend our board meetings. She suggested that Director Harris contact Ellen Dioguardi of the Chamber of Commerce to have someone attend our board meetings. Anne expressed her thanks to Kimberly Parry for all of the assistance given.

XI. Executive Session: None

XII. Adjournment: Motion to adjourn by Weinstein, seconded by Glass, unanimously approved. Meeting adjourned at 6:50 pm. The next meeting is scheduled for Wednesday, April 20, 2022. Director Harris noted that if the provision to allow for remote meetings is not extended, this meeting must be held in-person.

Respectfully submitted,

Michael A. Butler, Trustee
(In absence of Secretary Diane Deger)